

TOWN OF ANDOVER CONTRIBUTORY RETIREMENT

Job Description

Job Title: Office Assistant
Department: Retirement
Location: Town Offices, 36 Bartlet St, Andover, MA 01810
Hours: Part time/Temporary* - 19 hours per week, flexible schedule
Reports to: Executive Director of Retirement Services
Date: December 20, 2021

SUMMARY:

Provide assistance to the Executive Director and Office Coordinator as needed

ESSENTIAL DUTIES and RESPONSIBILITIES:

May include but not be limited to:

- Making copies of various documents
- Scanning various documents
- Filing various forms, documents, correspondence
- Answer telephones, greet visitors
- Respond to member/retiree inquiries and provide general guidance regarding benefits.
- Assist members in completing PERAC required forms, maintain list of forms missing
- Adjust contents of file cabinets and place files in storage as necessary
- Additional duties may be assigned as needed

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and in the time frame allotted by the Director. The individual must maintain regular and steady attendance. The individual must possess outstanding interpersonal skills, adequate technical and analytical skills, and have proven oral and written communication skills. The job requires complete confidentiality.

EDUCATION and/or EXPERIENCE:

High School graduate or GED with general office experience required if no post high school education. College degree and Chapter 32 experience preferred.

LANGUAGE SKILLS:

Ability to communicate technical information to non-technical audiences. Ability to write routine correspondence without supervision.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide using whole numbers, common fractions and decimals.

TECHNICAL SKILLS:

Skilled in Microsoft Office applications, such as Microsoft Word, Excel, PowerPoint & Publisher. Ability to operate a multi-function machine and a computer laptop.

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PHYSICAL DEMANDS and WORKING CONDITIONS:

Employee must have the ability to reach, move and lift up to twenty-five pounds. The noise level in the work environment is usually low to moderate. Professional or business casual dress code is required.

MISCELLANEOUS INFORMATION:

The candidate selected for this position must agree to a background check and CORI.

The Andover Contributory Retirement Board is an equal opportunity employer.

Upon request, auxiliary aides and services will be provided to ensure effective communication and participation in this recruitment and application process as specified within the Americans with Disabilities Act.

*this job is temporary with the possibility of becoming permanent

Please submit your letter of interest and résumé via email to:

Elena.kothman@andoverma.us

Please put Office Assistant in the subject line of your email.

The deadline to submit is Friday, 01/14/2022.